

# UNCLASSIFIED

<b>DEPARTMENT OF DEFENSE</b> <b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b> <i>(The requirements of the DoD National Industrial Security Program Operating Manual (NISPOM) apply to all security aspects of this effort.)</i>				<b>1. CLEARANCE AND SAFEGUARDING</b> a. Facility Clearance Required <b>SECRET</b> b. Level of Safeguarding Required <b>NONE</b>			
<b>2. THIS SPECIFICATION IS FOR:</b> <i>(X and complete as applicable)</i>				<b>3. THIS SPECIFICATION IS:</b> <i>(X and complete as applicable)</i>			
X	a. Prime Contract number <b>SAQKMA08D0051</b>			X	a. Original <i>(Complete date in all cases)</i> Date (YYYYMMDD) <b>20080228</b>		
	b. Subcontract number				b. Revised <i>(Supersedes as previous spec)</i>	Revision No. Date (YYYYMMDD)	
	c. Solicitation or other number		Due Date (YYYYMMDD)		c. Final <i>(Complete item 5 in all cases)</i> Date (YYYYMMDD)		
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, complete the following</i> Classified material received or generated under <b>DTTB-69-88-00465</b> <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.							
<b>5. IS THIS A FINAL DD FORM 254?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If Yes, complete the following</i> In response to the contractor's request dated _____ Retention of the identified material is authorized for the period of _____							
<b>6. CONTRACTOR</b> <i>(Include Commercial and Government Entity (CAGE) Code)</i>							
a. Name, address, and zip code <b>STANLEY ASSOCIATES, INC</b> <b>3101 WILSON BLVD</b> <b>SUITE 700</b> <b>ARLINGTON VA 22201-0000</b>				b. CAGE Code <b>60285</b>		c. Cognizant Security Office <i>(Name, Address, and Zip Code)</i> <b>DEFENSE SECURITY SERVICE</b> <b>CAPITAL REGION</b> <b>1346 BRADDOCK PLACE</b> <b>ALEXANDRIA VA 22314-</b>	
<b>7. SUBCONTRACTOR</b>							
a. Name, address, and zip code				b. CAGE Code		c. Cognizant Security Office <i>(Name, Address, and Zip Code)</i>	
<b>8. ACTUAL PERFORMANCE</b>							
a. Location				b. CAGE Code		c. Cognizant Security Office <i>(Name, Address, and Zip Code)</i>	
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b> Provide support to National Passport Centers and all Passport Agencies							
<b>10. THIS CONTRACT WILL REQUIRE ACCESS TO:</b>							
		Yes	No			Yes	No
a. Communications security (COMSEC) information			X	a. Have access to classified information only at another contractor's facility or government activity		X	
b. Restricted data			X	b. Receive classified documents only			X
c. Critical nuclear weapon design information			X	c. Receive and generate classified material			X
d. Formerly restricted data			X	d. Fabricate, modify, or store classified hardware			X
e. Intelligence information			X	e. Perform services only			X
(1). Sensitive compartmented information (SCI)			X	f. Have access to U.S. classified information outside the U.S. Puerto Rico, U.S. possessions and trust territories			X
(2). Non-SCI			X	g. Be authorized to use the services of Defense Technical Information Center (DTIC) or other secondary distribution center			X
1. Special access information			X	h. Require a COMSEC account			X
g. NATO information			X	i. Have TEMPEST requirements			X
h. Foreign government information			X	j. Fiber operations security (OPSEC) requirements			X
i. Limited dissemination information			X	k. Be authorized to use the Defense Courier Service			X
j. For official use only information			X	l. Require connectivity to Department of State computer system		X	
k. Other (Specify)			X	m. Other (Specify)			X
1. Sensitive But Unclassified information		X					

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12. **PUBLIC RELEASE.** Any information (classified, unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the National Industrial Security Program Operating Manual (NISPOM), or unless it has been approved by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release.

☐ Direct ☒ Through (Specify):

DEPARTMENT OF STATE, SA-20, 13TH FL  
WASHINGTON DC 20520 DS/IS/ND

To the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.  
\* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. **SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

Specifically designated contractor personnel assigned to this contract must have a SECRET personnel security clearance issued by Defense Security Service or favorably pass a Moderate Risk Public Trust (MRPT) determination to be conducted by the Bureau of Diplomatic Security, Department of State prior to contract performance.

Visit authorization requests are to be sent to Department of State (DoS), DS/IS/ND, Washington D.C. 20520, via facsimile at 571-345-3000. JCAVS Person Summary must be attached to all visit authorization requests.

All DD Forms 254 for subcontracts shall be forwarded to DS/IS/ND for certification prior to issuance to the proposed subcontractor and prior to access to any classified information or controlled access areas.

While at DoS locations, the contractor shall comply with applicable DoS regulations relative to the protection of classified and/or sensitive information, including the National Industrial Security Program Operating Manual (NISPOM) and 12 Foreign Affairs Manual (FAM) 500 and 600. DS/IS/ND is responsible for inspecting contractors assigned to DoS locations.

Security clearance requirements for contractors accessing DoS domestic or overseas information systems shall be in accordance with 12 FAM 606. Furthermore, citizens of specifically designated human intelligence and/or technical intelligence threat countries shall not develop, modify or perform maintenance on software developed for use on DoS computer systems without approval by DS/IS/CS.

Contractors shall immediately report any adverse information concerning any cleared contractor employees performing on DoS contracts to OSS, in accordance with the NISPOM and DS/IS/ND, in accordance with 12 FAM 576, 4b.

Contractor personnel working on DoS contracts must report impending marriage, cohabitation and other continuing bonds of affection with foreign nationals to the COR and DS/IS/ND, in accordance with 12 FAM 4100, App. B.

(continued on the next page)

ALAN SWYGERT

CA/PP/PPS

202-663-2847

Contracting Officer's Representative (COR)

Office Symbol

Phone

14. **ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to NISPOM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use item 13 if additional space is needed.)

See MRPT attachment and Connectivity attachment

☒ Yes ☐ No

15. **INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use item 13 if additional space is needed.)

☐ Yes ☒ No

16. **CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

KIMBERLY A. BAUGHER

b. TITLE

DIVISION CHIEF

c. TELEPHONE (include Area Code)

571-345-3832

d. ADDRESS (include Zip Code)

U.S. DEPARTMENT OF STATE  
DS/IS/ND, SA-20, 13TH FL  
2201 C ST WASH DC 20520

17. **REQUIRED DISTRIBUTION.**

- ☒ a. CONTRACTOR  
☒ b. SUBCONTRACTOR  
☐ c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR  
☐ d. AFBO/PE/CSM  
☐ e. DS/PSD/CSS  
☒ f. COR

e. SIGNATURE

*Kimberly A. Baugher*

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13. SECURITY GUIDANCE CONT'D.

THIS SPECIFICATION IS FOR:

Prime Contract number  
SAQMMAD00051

Subcontract number

Solicitation or other number

Due Date (YYYYMMDD)

Classified information cannot be generated or processed on Information Systems (IS), including standalone computers, without DSS approval, in accordance with Chapter 8 of the NISPOM. If the contractor receives DSS approval for classified IS processing, a copy of the written approval must be forwarded to DS/SAND prior to the processing of any DoS classified information.

The contractor does not currently have DSS approved safeguarding; therefore, no discussion, generation or storage of classified information shall take place at the contractor's facility.

The DOS Personal Identification Card Issuance Procedures may be accessed at [www.state.gov/m/dp/ia/rp/c21864.html](http://www.state.gov/m/dp/ia/rp/c21864.html)

All FAIM references can be viewed on the DoS website, [www.state.gov](http://www.state.gov)

DS/SAND Point of Contact: D. Wilson 571-345-3015

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